

Office of the Clerk

United States District Court for the District of Puerto Rico
Room 150 Federal Building
San Juan, Puerto Rico 00918-1767



Instructions for Service of Process on U.S. Government Agencies^{*}

1. Service of process shall be made pursuant to Rule 4(i) of the Federal Rules of Civil Procedure.
2. Mail **ONE (1) COPY** of the original complaint and summons to the government agency being sued. Even if the agency is not a party to the lawsuit, when an order of the agency is attacked in the complaint, you must send the agency **ONE (1) COPY** of the original complaint and summons. Send these copies by registered or certified mail. See, Fed. R. Civ. P. 4(i)(1)(C) and (2)(A).
3. Mail **ONE (1) COPY** of the original complaint and summons to: Attorney General of the United States, Department of Justice, Washington, D.C. 20530. Send this copy by registered or certified mail. See, Fed. R. Civ. P. 4(i). Note: The Attorney General has designated the Assistant Attorney General for Administration, Justice Management Division, to accept service of summonses and complaints for him/her. See, 28 C.F.R. § 0.77(j).
4. The United States Attorney must be served, in person, with **ONE (1) COPY** of the original complaint and summons. The U.S. Attorney's Office's address is: Torre Chardón, Suite 1201, 350 Carlos Chardón Street, San Juan, Puerto Rico 00918. See, Fed. R. Civ. P. 4(i)(1)(A). Note: Service may be effectuated by any person who is not a party to the action and is at least 18 years of age. See, Fed. R. Civ. P. 4(c)(2).
5. After service has been effected, **RETURN OR PROOF OF SERVICE** should be filed with the Court. Return or proof of service is accomplished by completing the reverse side of the original summons. Be sure to explain how service of process was effectuated, who was served, and the date of service. See, Fed. R. Civ. P. 4(l).

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^{*} This text is not intended to create or confer any rights, privileges or benefits to prospective or actual parties. It is also not intended to have the force of law. Its sole intention is to serve as a general guide to pro se litigants. Other rules and/or statutes may apply.